

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
WORK SESSION  
OCTOBER 10, 2023  
APPROVED MINUTES  
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**1. CALL TO ORDER**

The work session of the Charter Township of Superior Board was called to order by the Supervisor Ken Schwartz at 4:30 p.m. on October 10, 2023, at the Superior Charter Township Hall, 3040 North Prospect, Superior Charter Township, Michigan.

**2. ROLL CALL**

The members present were Supervisor Ken Schwartz, Clerk Lynette Findley, Treasurer Lisa Lewis, Trustee Nancy Caviston, Trustee Bernice Lindke, Trustee Rhonda McGill, and Trustee Bill Secrest.

Absent: None.

**3. ADOPTION OF AGENDA**

It was moved by Trustee Secrest supported by Trustee Lindke, to adopt the agenda as presented.

The motion carried by unanimous vote.

**4. CITIZEN PARTICIPATION**

**A. CITIZEN COMMENTS**

Supervisor Schwartz gave the floor to John Park, an AmeriCorps Candidate.

- John Park, AmeriCorps Candidate, spoke on why he should be hired by the Charter Township of Superior to fulfill his 2023-24 fellowship through AmeriCorps sharing his education and experience.
- Trustee Lindke asked if Mr. Park would be working full-time.
- Mr. Park responded yes that he would be working full-time.
- Trustee Lindke asked if AmeriCorps would be paying for this.
- Mr. Park said that it would be subsidized by AmeriCorps, but the Township would incur an initial cost.
- Supervisor Schwartz added, based on a conversation he had with Eric Kotin, Director for AmeriCorps, that the Township would pay \$35,000.00 to Lead for America for 1800 hours of work and AmeriCorps would pay for the remainder.
- Clerk Findley asked if the Board would have to pay.
- Supervisor Schwartz answered, reiterating, the Township's obligation would be the \$35,000.00 for 1800 hours of work and AmeriCorps would subsidize the rest.
- Supervisor Schwartz said he told Mr. Park to present this evening to get a sense of where the Board is at, adding, one way that he could be of assistance in the Township is the general scanning.

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- Clerk Findley said that the Township is fine in the area of scanning.
- Treasurer Lewis asked where the \$35,000.00 would come from and, with respect to scanning, she does not believe that any staff should be paid overtime for scanning because that is “throwing money out of the door.”
- Treasurer Lewis is concerned that there is not a Human Resource person on staff.
- Treasurer Lewis said there are people coming in late and getting paid for being here all day long.
- Supervisor Schwartz answered that he “imagines” the cost would be spread across the departments that utilize him.
- Trustee Lindke said that her concern is that he does professional level work and not clerical and she desires to maximize Mr. Park’s expertise from his experience.
- Trustee Lindke asked for clarification as she has heard about both AmeriCorps and Lead for America thus far in the meeting.
- Mr. Park clarified the AmeriCorps structure saying that AmeriCorps does Lead for America.
- Trustee Lindke asked if he can still get “under the umbrella” since he is currently finished with his undergraduate degree.
- Mr. Park said the fellowship would assist him in pursuing his graduate degree, adding that he is willing to do any kind of work and he does not discriminate on what work is valuable or worthy of his time.
- Trustee Lindke clarified that she wants his position to be a professional level job as opposed to a clerical level job based on the amount of money that is requested.
- Trustee Secrest said it would be great to have Mr. Park and his particular skill set would be a great contribution to the Township including his Diversity Equity and Inclusion (DEI) background.
- Supervisor Schwartz said he will send Mr. Park’s email to the Board for any additional questions, and he will send a brief of the payment structure.
- Supervisor Schwartz explained his attempts to help Mr. Park gain employment at the County but since those attempts were unsuccessful the Township is Mr. Park’s last option.
- Treasurer Lewis said she believes it would be an excellent idea if the Township could use Mr. Park but she believes the Board needs to get rid of positions that are not being maximized or utilized.
- Supervisor Schwartz said the Board will put Mr. Park on the agenda for next week and he told Mr. Park that he cannot promise him anything.
- Clerk Findley said she is familiar with AmeriCorps, and they do not do clerical work.
- Trustee McGill asked if there was a deadline for the Board of Trustees to respond and if Mr. Park has other avenues that he is exploring.
- Mr. Park answered that the deadline is flexible because he is working directly with Mr. Kotin and currently does not have any other solid options.
- Jan Piert, Anns Way, asked for clarification on the Clay Hills Farmers Market update “Agenda item A”.

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**5. NEW BUSINESS**

**A. DISCUSS REORGANIZATION AND RELATED SALARY ADJUSTMENTS**

- Treasurer Lewis said the following:
  - There were conversations between the Township Officials and from what she understands, the Assessing Department is overstaffed and if there is a concession made there, then money would be left over.
  - The Township needs an HR (Human Resources) person, and the bookkeeper can possibly be part-time.
  - Questioned why there is a “part-time” clerk for \$20,000.00 within the Supervisor’s proposed budget.
  - Questioned where all the money was going to come from.
- Trustee Lindke said she wanted to ask the same questions regarding Supervisor’s proposed budget.
- Supervisor Schwartz said that he told Keith Lockie, Township Controller, that his deputy may be going full-time, and he wanted to build a “cushion” just in case.
- Supervisor Schwartz said the budget item in question can be eliminated but if his deputy goes full-time then there will have to be an adjustment and he added that he was not intending on hiring anybody.
- Trustee Lindke suggested when the Board gets to the budget (Agenda Item B) the Board can remove it (part-time clerk).
- Supervisor Schwartz said it can be removed, with the understanding that if Irma (Golden), Deputy Supervisor, becomes full-time then there would have to be a budget amendment.
- Clerk Findley asked if Supervisor Schwartz has had a discussion with Ms. Golden about going full-time.
- Supervisor Schwartz said that they have had a discussion that she may need more than 20 hours a week to complete the sidewalk project.
- Clerk Findley questioned what goes on with the sidewalks during the winter.
- Supervisor Schwartz said there is a lot of work with the sidewalks, and you can lay cement in the winter.
- Supervisor Schwartz added that this is why he needed the “cushion” in the budget in case he needed more time from his deputy.
- Trustee Lindke said the following:
  - There may be “cushion” available.
  - The Geddes Rd. pathway is budgeted at \$200,000.00.
  - In the special project’s fund, there is an undesignated fund balance for Geddes Rd. of approximately \$211,000.00.
  - Rather than transferring over \$300,000.00 from the General Fund to make the budget balance, if you take \$200,000.00 out of the special fund in the designated fund balance you free up \$200,000.00 from the General Fund.

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- Mr. Lockie has reviewed this option and agrees that this is a possibility.
- Supervisor Schwartz said he was asked by Mr. Lockie what does the Supervisor thinks the projects are going to cost and Supervisor Schwartz answered that he is estimating high in light of the “previous problem on Prospect Rd.”
- Supervisor Schwartz added that the Board may not use the full \$200,000.00 but the Board has a commitment of a match of what the he believes is \$170,000.00.
- Clerk Findley suggested changing the order of the agenda due to the current conversation of the budget.
- Treasurer Lewis said that she saw the budget item in question and assumed it would be under the reorganization (Agenda item A) because there would be a question of what duties would be assigned to this person and said the Board can finish agenda item A.
- Trustee Lindke asked if anyone has a reorganizational chart or wants to have a discussion of possible recommendations.
- Treasurer Lewis recommended hiring HR person.
- Clerk Findley said the HR person would be part-time.
- Treasurer Lewis responded that then the Township would need a part-time bookkeeper because there would be no reason to have a full-time bookkeeper.
- Nancy Mason, Assistant Office and Personnel Manager, interjected that “that’s her job, I can’t go part-time”.
- Clerk Findley said that Mrs. Mason is not going part-time and that is not what she was suggesting.
- Treasurer Lewis said that was the conversation that she and Clerk Findley had.
- Clerk Findley clarified the conversation was that Mrs. Mason would do bookkeeping part-time and perhaps doing other part-time work and that was the conversation that she remembers.
- Trustee McGill said that you just can’t take a person from full-time to part-time.
- Clerk Findley said she hears what Treasurer Lewis has said in the past regarding employees coming in late and suggested switching the Township Hall hours back to 8:30am to 4:30pm.
- Treasurer Lewis disagreed and said that the problem still existed with those hours and added there have not been consequences for being late and that is why it continues.
- Treasurer Lewis reiterated that the Township needs a real HR person.
- Clerk Findley said this would be a person that employees can go to with their concerns because they currently do not have anyone to go to.
- Supervisor Schwartz suggested a contracted person.
- Treasurer Lewis said absolutely.
- Trustee McGill and Trustee Lindke said the Township should have someone on staff and Trustee McGill added a contracted person is typically higher than hiring a person.
- Trustee McGill suggested to the Officials that they propose what the future of the Township could look like then bring it back to the Board and said there were opportunities for different departments to function in a new way that would be more efficient.

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- Trustee McGill said she thinks there is a much larger vision of what the departments of the Township are going to look like, especially with Supervisor Schwartz and potentially Clerk Findley retiring in the 2024 year.
- Clerk Findley responded that she has never said that.
- Supervisor Schwartz said he thinks that this is a topic that the Board should probably dig into a little bit more.
- Clerk Findley questioned who the “we” is.
- Trustee McGill responded that the three of you (Township Officials) propose what the future of the Township looks like, bring it to the Board, and it is something the Board should be discussing.
- Supervisor Schwartz spoke in regard to the Fire Department, stating their overtime has been going up based on understaffing due to various health issues.
- Trustee McGill questioned some of the mandates for bringing on a Firefighter and what are things they can do in their first year to reach certification points.
- Trustee McGill added the Township has created a box that keeps people out that makes it difficult from a hiring perspective.
- Supervisor Schwartz clarified he believes the only requirement is to have Firefighter 1 certification because the Township is not a training organization.
- Supervisor Schwartz added that it can be difficult to attract new people and millennials are not going in to Assessing and Firefighting.
- Trustee Lindke said there needs to be a decision about staffing and equitable salaries and questioned how long this process will have to take.
- Trustee Lindke suggested possibly hiring an engineer and asked if it would be cheaper than OHM.
- Clerk Findley said the following:
  - Her concern is that there are people waiting, more than just Aalea Skrycki.
  - Her comment to the Treasurer was to hold off on some of these suggested changes because the Supervisor said he was retiring, and she did not want to cause issues by removing people from his report.
  - Laura Bennett, Township Planning and Zoning Administrator, reporting to the Building Department.
  - Mr. Lockie and Mrs. Mason reporting to the Clerk’s office.
  - The Director of Assessing does not delegate appropriately.
- Treasurer Lewis added there is no reason any staff should use overtime to scan.
- Clerk Findley said that will be addressed in a job description that uplifts Carolyn Stuart, Administrative Assistant.
- Clerk Findley said that is basically what she and Treasurer Lewis discussed, and she wants to make sure the Board does not hold off on any of these changes.
- Treasurer Lewis said she was hoping that this conversation happened back in July, and she does not know how the Board moves forward if there is continued conversations with no action.
- Trustee Lindke summarized the proposed changes:
  - Get a part-time HR professional.

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- Put the financial operations under the Clerk.
  - Reconcile past issues with the Utility Department.
- Supervisor Schwartz asked to discuss the Utility Department starting with what is being proposed for Rickey (Harding), Maintenance Superintendent.
- Trustee McGill interjected and asked for clarification who the HR professional would report to.
- Supervisor Schwartz said the State would have the HR report to the Supervisor and the financial would report to the Clerk's office.
- Clerk Findley said according to MTA (Michigan Township Association) that the HR professional can report to either the Clerk or the Supervisor.
- Trustee Lindke interjected that the HR professional reports to whoever the Board of Trustees desire.
- Supervisor Schwartz said that he believes the HR professional should report to the Board of Trustees but if they had to reach someone "in a moment's notice" it would be the Supervisor or the Clerk.
- Supervisor Schwartz said he has no objection to the finances reporting to the Clerk because the finances, balancing, and signing of the checks happen between the Clerk and the Treasurer.
- Treasurer Lewis asked for Trustee Lindke to continue in her summary.
- Trustee Lindke continued her summary:
  - Rickey Harding appointed the Utilities Superintendent.
  - Mary Burton appointed the Utilities Director.
  - Aalea Skrycki takes on responsibility from Keith Lockie.
  - Laura Bennett reporting to the Building Department.
- Supervisor Schwartz said when Mrs. Bennett was made the Planning Director, that she was made a department head by resolution. With that she is paid 70/30 through the General Fund and Building Department.
- Supervisor Schwartz said that Rick (Mayernik), former Building and Zoning Official, was a certified Zoning official and Bill (Balmes), Building Official, is not and that means Mrs. Bennett has a set of skills that are not duplicated under Mr. Balmes.
- Clerk Findley asked Trustee Lindke to research Mrs. Bennett's title.
- Clerk Findley said the majority of Mrs. Bennett's reporting was to Mr. Mayernik.
- Supervisor Schwartz said that was the case when Mr. Mayernik was here but that has since changed.
- Clerk Findley said it really hasn't and that she does special projects for the Supervisor.
- Supervisor Schwartz said that Mrs. Bennett does all of the planning commission work, all the ZBA work and planning reviews.
- Trustee Lindke questioned if that position should be reviewed.
- Nancy Mason interjected that Rick Mayernik's salary was also split.
- Trustee Lindke questioned if the Board should discuss the Assessing Department.
- Clerk Findley answered that the time studies were done for a reason and based on what was submitted, the director (Paula Calopisis) is working overtime.

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- Paula Calopisis, Township Assessor, spoke on behalf of the Assessing Department saying that the busiest time is the March Board of Review time and that is why her time study showed nighttime hours and 15-hour days but since she is salary, she does not get paid for it.
- Clerk Findley said the time study showed that “changing the water” was in the time study and asked Supervisor Schwartz to share his past concerns regarding the Assessing Department staff.
- Supervisor Schwartz said that he has shared that Mrs. Calopisis works a lot.
- Trustee Lindke said this discussion sounds like an HR issue.
- Clerk Findley said that is what she and Treasurer Lewis have been saying.
- Treasurer Lewis said this is why she was hoping to have this conversation 3 months ago. She also said there were issues she was unaware of but if the Board waits until it hires an HR person then the Township will really be behind.
- Clerk Findley said she wants to clarify the reason this conversation has not happened is because she thought there would be a retirement (by Supervisor Schwartz) and that would have alleviated some issues, and the Supervisor would not take it personally when changes are made.
- Treasurer Lewis said the Board needs to look at the Township as a business and an organization and it needs to be run as such including courageous conversations.
- Mrs. Calopisis added the following reasons the Assessing Department is busy:
  - The Township is in an audit year (every five years)
  - Reappraisals.
  - There are 300 deeds to enter.
  - They are taking on work done by Vicki (Kooyers), former Deputy Treasurer, in the past.
- Clerk Findley said when Mrs. Kooyers was here that Mrs. Calopisis had one extra person at the time and then the Board hired another person.
- Mrs. Calopisis disagreed saying, no the Assessing Department actually had “Bill, Ben, and Vicki.”
- Clerk Findley said Bill (Stanton) had more responsibilities and skill sets in what Mrs. Calopisis does.
- Mrs. Calopisis disagreed saying, no, he did not.
- Trustee McGill said she believes Mrs. Calopisis made great points and going forward she would like to have monthly departmental reports.
- Supervisor Schwartz said he wanted to address Trustee Lindke’s comments about having a home engineer in lieu of OHM, saying, most of the fees that go to OHM are “pass through” and the Township only spends around \$10,000.00 out of the General Fund to OHM.
- Trustee Lindke said when she asked Mr. Lockie to differentiate between “pass through” and “direct” that it was more, but if it is that low then she is not concerned.
- Trustee Lindke said we were looking at 6- or 7-years’ worth of data.
- Supervisor Schwartz said that the vast majority is “pass through”.
- Supervisor Shwartz questioned the promotion of Rickey Harding, Maintenance Superintendent, to be Utilities Superintendent. He asked what would be the job description would be since he is currently the Superintendent of Maintenance.

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- Trustee Lindke specified that it would be Superintendent of Utilities.
- Supervisor Schwartz what would be the job description of that.
- Clerk Findley said there is a job description, and it is the one that was being given to Jeff Castro.
- Trustee Lindke said that Mrs. Burton has been the lead administrator for years and should be appointed as the Director of Utilities.
- Supervisor Schwartz questioned what would change in their jobs besides the title and a raise.
- Trustee Lindke agreed that the jobs would stay essentially the same, but they would have the designated authority and the Board would recognize that.
- Trustee Lindke said she would have felt more comfortable if Mrs. Burton and Mr. Harding were involved during the major problems with the pump stations, saying that she believes it could have gone differently.
- Trustee McGill said that Supervisor Schwartz has his hands in too many things and the department heads should be able to speak for themselves.
- Trustee McGill also requested that Supervisor Schwartz submit monthly reports in writing before every meeting.
- Trustee Lindke requested to move to agenda item B.
- Supervisor Schwartz said he is still unsure of the relationship between the Utilities Director and Superintendent of Utilities, but the Board can move on.

**B. DISCUSS BUDGET APPROPRIATIONS**

- Trustee Lindke said that Fireman's Park is at \$218,000.00 but in 2023 the Board is spending \$50,000.00 and asked what the \$50,000.00 is for.
- Supervisor Schwartz said that was designated for improvements and nothing has been spent yet.
- Trustee Lindke asked if it is possible to put it in the 2024 budget.
- Juan Bradford, Parks and Rec Director, said in late 2022 the Board allocated 100,000.00 for Fireman's Park including the following, none of which has been spent:
  - \$50,000.00 from ARPA (American Rescue Plan Act).
  - \$38,000.00 from County Funds.
  - Approx. \$14,000.00 from General Fund.
  - \$218,000.00 from remaining ARPA funds.
- Trustee Lindke questioned if there is still time to spend it this year.
- Mr. Bradford the ARPA funds have until December 31, 2026.
- Trustee Lindke asked if the reporting of these funds can be pushed into next year.
- Supervisor Schwartz asked if any of that money will be spent this year.
- Mr. Bradford answered that will be found out at the October 16, 2023, meeting because they plan to do the drainage before the end of the year.
- Mrs. Mason explained the difficulties of reporting ARPA funds as budget items.
- Trustee Lindke questioned how the Board is ensuring those funds are going to the qualified census tract.



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- Mr. Bradford answered that the three programs; Youth Arts Alliance, Mighty Oaks Program, and Trusted Parent Advisor had a set amount and they have been submitting reports to Mr. Bradford.
- Trustee Lindke asked if any funds will be allocated to the Community Center in 2024.
- Clerk Findley said we have applied for a grant from the State of Michigan in the amount of 2.5 million dollars and the County Administrator is requesting that the Board and Ypsilanti Township give 2.5 million to the community center project.
- Clerk Findley added that the funds from the potential grant and the funds from the existing ARPA cannot be mixed in terms of capital versus programming. An updates is expected by the end of October.
- Trustee Lindke asked when the Board will have to budget for the 2.5 million dollars that the County is requesting.
- Clerk Findley said that we are still waiting on the purchase of the property.
- Supervisor Schwartz said he had a meeting with Greg Dill, County Administrator, primarily regarding the Library and Harris Rd. In that meeting Mr. Dill did tell him that they still have not received an answer from the schools, but they expect one soon.
- Supervisor Schwartz added that when Mr. Dill requested the 2.5 million dollars from each community, that was before they received the 15 million that they were expecting.
- Clerk Findley said that she feels that she explained it clearly and that she has the most up-to-date information available regarding the Community Center.
- Trustee Lindke said that she wants to make sure the budget answers all of the Township's needs, wants, and is in line with the Master Plan. She said the following:
  - The "Rock Property" is budgeting \$153,200.00 for debt principal and interest.
  - Almost 40% of the debt principle is interest because it is "loaded up" in the front.
  - Claimed that Supervisor Schwartz said the County would do the maintenance on the property.
- Supervisor Schwartz disagreed, saying the County would not do the maintenance. The County would be responsible for doing Phase 1 in drafting the documentation and they will pass it to us to see if the Board agrees.
- Clerk Findley interjected saying that is not what Supervisor Schwartz has said.
- Trustee Lindke said she has a nice paper on conservation easements that she is willing to share with the Board. She learned that when you get a conservation easement the property value goes down because when you sell the property the easement continues in perpetuity.
- Trustee Lindke said the following:
  - The Board has to be careful with what is in the agreement.
  - The Board has previously discussed summer programming for kids that we would still like to do.
  - She added the possibility of having a building or potentially keeping farmland.
  - The Board needs to consider addressing the dilapidated "Old Township Hall".
  - Questioned, has the Board budgeted enough for attorney fees.
  - Is the Board going to consider an RFP and rebidding IT services.
  - Questioned, what are the financial updates on the Harris Rd. widening project.

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- Clerk Findley said she believes the Harris Rd. widening project updates were part of the aforementioned meeting Supervisor Schwartz had with Mr. Dill.
- Supervisor Schwartz said the Township would probably be receiving about \$102,000.00 next year and about \$100,000.00 over the next two years.
- Clerk Findley questioned if that was coming from the County.
- Supervisor Schwartz said no, this would come from Ypsilanti District Library.
- Trustee Lindke continued and said the grants increased by \$200,000.00 in the General Fund and would like to know what it is about.
- Supervisor Schwartz said that is anticipated money, although he is not sure if the budget reflects it as revenue, including:
  - \$500,000.00 in grants for the Plymouth Rd. path.
  - Approximately \$550,000.00 in grants for the Geddes Rd. path.
- Supervisor Schwartz added that this was contingent, and the answer would have to come from Keith Lockie (Township Controller).
- Mr. Lockie responded saying that the original number was given to him by Supervisor Schwartz, and nothing was said about \$500,000.00 but he does agree that if it is coming in then the Board needs to budget for it.
- Supervisor Schwartz said since it is contingent and may not come, he is not sure how to reflect that in a budget.
- Mr. Lockie said you either put it in the budget, anticipating it, or do a budget amendment when it comes in and gave an example of it recently happening in the Fire Department.
- Mr. Lockie added that he and Supervisor Schwartz had a discussion previously and this is where the original increase came from due to the contingencies.
- Trustee Lindke said that it would be helpful to get a grants spreadsheet with schedules and if they are contingent and Clerk Findley agreed.
- Trustee Lindke questioned why the Board is moving over \$300,000.00 to cover the Geddes Rd. project, requesting to use that for part of something else.
- Supervisor Schwartz said about \$185,000.00 is designated for the Leforge and Geddes improvements, this was the excess that was collected for Hyundai. This can lead to improvements like adding a possible roundabout or signaling.
- Trustee Lindke asked about the money that was left over from Hyundai regarding the trees and requested putting it in the 2024 budget.
- Supervisor Schwartz suggested putting around \$25,000.00 for tree planting, possibly at Staebler Farms.
- Clerk Findley said the Board also discussed this going to Clayhill Community Farm and Garden.
- Trustee Lindke questioned if the Board has the money budgeted for sidewalks.
- Supervisor Schwartz said the Township has a contingent fund that we can pay out and recollect and \$35,000.00 would be a great start.
- Trustee Lindke questioned if the Board should budget for the maintenance of the non-motorized pathways.
- Supervisor Schwartz said that the Parks and Rec department had just trimmed recently on a pathway.

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- Trustee McGill agreed that they did a great job.
- Supervisor Schwartz said there needs to be planks replaced in the Geddes Rd. bridge east of Prospect.
- Trustee Lindke questioned at what point the Board will attempt to make an offer on Dixboro Village Green (DVG) since we have made so many investments.
- Supervisor Schwartz said the parties involved with the DVG are working with appraisers.
- Trustee Lindke responded that she spoke with them as well and they are ready, and they have questioned why the Township does not just make an offer.
- Trustee Lindke questioned why road maintenance has increased by \$100,000.00 and if the Board knows what roads are being repaired.
- Supervisor Schwartz said the price these projects are going up and the Board does not know until the list is received in April.
- Clerk Findley said that Supervisor Schwartz had a meeting with the Road Commission today that the Officials should have been informed about and questioned what it was concerning.
- Supervisor Schwartz said it was about special assessments and whether or not Tanglewood is considered a special district and confirmed that it is.
- Trustee Lindke questioned if the Township does other roads besides the roads given including laying gravel.
- Supervisor Schwartz said the Township does gravel once a year and the Road Commission does it intermittently.
- Trustee Lindke asked how the Township decides which roads.
- Supervisor Schwartz said in regard to the Township that he goes out and finds the worst gravel roads and evaluates them.
- Trustee Lindke responded and Clerk Findley agreed that the Board should be involved.
- Trustee Lindke questioned in regard to the Parks and Rec bathroom project, should the funds be put into the budget.
- Clerk Findley replied to the statement that it will be added once it is approved.
- Trustee Lindke said that the Board should really consider reading the Parks and Rec Master Plan when considering further decisions for them.
- Clerk Findley suggested that a fund raiser would be great.
- Trustee Lindke questioned if it is time to consider a millage for Parks and Rec.
- Supervisor Schwartz said that he has suggested that for years.
- Trustee Lindke questioned why Mr. Lockie is being budgeted for \$114,274.00 and she believes last year was approximately \$60,000.00.
- Mr. Lockie said he is budgeted for 30 hours per week as opposed to the previous limited hours due to retirement requirements to help with the Utility Department, and this is budgeted in the worst-case scenario.
- Trustee Lindke asked with the potential updates to Aalea's (Skrycki), Utility Billing Specialist, position, would his hours be the same.
- Mr. Lockie said his plans for Mrs. Skrycki are to help with Utilities but to also train her for future succession planning as he will eventually be retiring.
- Supervisor Schwartz questioned what work Mr. Lockie is doing at the Utility Department.

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- Mr. Lockie explained everything he has been doing to assist and confirmed that this would not always be the case.
- Supervisor Schwartz asked if Mr. Lockie does all of the accounting for Utilities.
- Mr. Lockie confirmed that he does all of the accounting for Utilities.
- Supervisor Schwartz asked what else Mr. Lockie does with Utilities.
- Mr. Lockie explained again what he does for Utilities.
- Trustee Caviston responded that Mr. Lockie has valuable experience that he offers.
- Trustee Lindke asked if the amount of time that Mr. Lockie is spending has increased.
- Mr. Lockie answered that the time has increased but insisted that nothing he is saying is a “knock on anybody”.
- Supervisor Schwartz reiterated the needs of the “Old Township Hall” building renovation saying the Board should possibly consider putting it in 2024’s budget under special project suggesting possibly \$40,000.00.
- Mr. Bradford added that the more time this renovation is put off the more it would potentially cost.

**C. DISCUSS IMPLEMENTING CONSENT AGENDA**

- Clerk Findley reiterated that Supervisor Schwartz should be providing written reports to the Board.
- Clerk Findley along with Supervisor Schwartz explained what a consent agenda is and how it would be implemented.
- Clerk Findley said the Township needs to do a better job at last minute additions to the agendas.
- Treasurer Lewis gave an example of her experience with consent agendas.
- Supervisor Schwartz said the Board needs to amend the Board Policy manual to add consent agendas.

**D. CLAY HILLS FARMERS MARKET UPDATE**

- Supervisor Schwartz said the Phase One indicated there is a need for a Phase Two that will be on the agenda for next week.
- Clerk Findley said that the contract is on the agenda to be approved.
- Mr. Bradford added that phase two was triggered by the history of the property having a laundromat.
- Jan Piert asked for clarification on the study.
- TC Collins spoke on the history of the property.
- Clerk Findley requested that the name and logo represent the Charter Township of Superior as opposed to the current Willow Run Acres.
- Mr. Collins said the name is Clayhill Farm and Garden.
- Supervisor Schwartz asked about the history of the name.
- Mr. Collins gave the history of the name given past displacement of low-income individuals to land built on clay soil to force them to work in factories instead of farming the land.

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OCTOBER 10, 2023  
APPROVED MINUTES  
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- Mrs. Piert said there were three changes they would like to see for the potential contract:
  1. The five-year lease agreement increased to ten years.
  2. Eliminating the early termination clause or creating a possible clause of helping to relocate if terminated.
  3. Providing affordable water with a possible well or the Township paying for metered water until a well can be built.
- Trustee Caviston offered her 25-acre property as an alternative in the event the escape clause is used.
- Mrs. Piert and Mr. Collins said that it's important that this is near the population that they desire to reach and teach.

**6. ADJOURNMENT**

It was moved by Trustee Lindke supported by Treasurer Lewis, that the meeting be adjourned. The motion carried and the meeting adjourned at 6:54 p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor